

## New Study Abroad or Exchange Program Cover Sheet

**I: FACULTY INFORMATION AND SIGNATURES**

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Study-Abroad or Exchange Program Title: \_\_\_\_\_

Country (if different): \_\_\_\_\_

Proposed by: \_\_\_\_\_ (printed name[s])

\_\_\_\_\_ (signature[s])

Date: \_\_\_\_\_

Signatures	Check Recommendation		Date
	Yes	No	
Chair(s):			
Dean(s):			
Director of Study Abroad and International Exchange:			
Study Abroad Committee:			
Executive Director of the Center for Extended and International Education:			
Provost:			

***Original completed packet (with Signatures) should be returned to the Office of Study Abroad and International Exchange (325 Drane Street, International White House 2nd Floor).***

**Note:** All proposals must include a narrative, a tentative budget, itinerary, and letters of support from the sponsoring department's chair and dean of the sponsoring college.

## II: PROGRAM INFORMATION PAGE

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1. Program Title: \_\_\_\_\_

2. Program Location: \_\_\_\_\_

3. Lead APSU Faculty Member(s): \_\_\_\_\_

Campus Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

4. Sponsoring APSU Department(s)/Colleges(s): \_\_\_\_\_

5. Program Term:      Summer                      Fall Semester                      Spring Semester  
                                 Academic Year                      Winter Break                      Spring Break

Other, please specify: \_\_\_\_\_

6. Program Length (weeks): \_\_\_\_\_ Dates:      From \_\_\_\_\_ To \_\_\_\_\_

7. Anticipated Frequency of Program Offering:

                 One-time offering                      Biannual                      Annual                      Twice or more annually

8. Cooperating Institutions Abroad or Providers: \_\_\_\_\_

9. Contact Person in host country: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

10. Total number of APSU credits to be awarded:      Min \_\_\_\_\_ Max \_\_\_\_\_

11. Type of program housing to be used or options available (check all that apply):

                 Host University Dormitories                      Home stays                      Commercial hotels/apartments

Other, please specify: \_\_\_\_\_

12. Anticipated student enrollment:      Min \_\_\_\_\_ Max \_\_\_\_\_

13. Majors from which students are likely to be drawn: \_\_\_\_\_

14. Please attach a narrative/budget/general itinerary/ college approvals: All proposals must include a narrative, a tentative budget, itinerary, and letters of support from the sponsoring department's chair and dean of the sponsoring college, as described on the cover sheet.